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**IBERVILLE PARISH CLERK OF COURT  
PLAQUEMINE, LOUISIANA**

**ANNUAL FINANCIAL REPORT**

**JUNE 30, 2001**

Under provisions of state law, this report is a public document. A copy of the report has been submitted to the entity and other appropriate public officials. The report is available for public inspection at the Baton Rouge office of the Legislative Auditor and, where appropriate, at the office of the parish clerk of court.

Release Date 1/2/02

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The Honorable J.G. "Bubbie" Dupont, Jr.  
Iberville Parish Clerk of Court  
Plaquemine, Louisiana

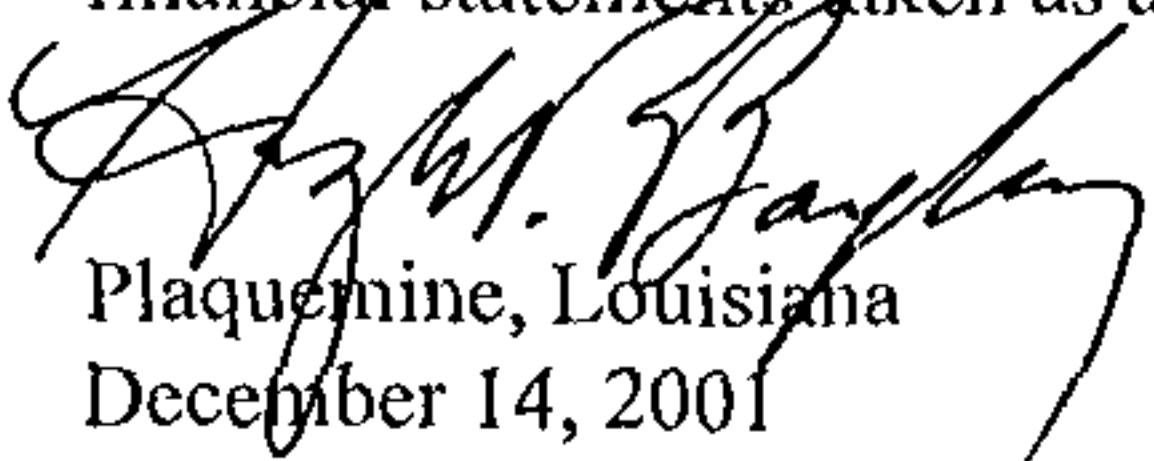
### INDEPENDENT AUDITORS' REPORT

We have audited the accompanying general purpose financial statements of the Iberville Parish Clerk of Court as of and for the year ended June 30, 2001. These general purpose financial statements are the responsibility of the Iberville Parish Clerk of Court's management. Our responsibility is to express an opinion on these general purpose financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the general purpose financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the general purpose financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall general purpose financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the general purpose financial statements referred to above present fairly, in all material respects, the financial position of the Iberville Parish Clerk of Court as of June 30, 2001, and the results of its operations for the year then ended in conformity with generally accepted accounting principles.

Our audit was conducted for the purpose of forming an opinion on the general purpose financial statements taken as a whole. The accompanying additional information is presented for purposes of additional analysis and is not a required part of the general purpose financial statements of the Iberville Parish Clerk of Court. Such information has been subjected to the auditing procedures applied in the audit of the general purpose financial statements of the Iberville Parish Clerk of Court, and, in our opinion, is fairly presented in all material respects in relation to the general purpose financial statements taken as a whole.



Plaquemine, Louisiana  
December 14, 2001



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**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

We have audited the general purpose financial statements of Iberville Parish Clerk of Court as of and for the year ended June 30, 2001, and have issued our report thereon dated December 14, 2001. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States.

Compliance

As part of obtaining reasonable assurance about whether Iberville Parish Clerk of Court's general purpose financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulation, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statements amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

Internal Control Over Financial Reporting

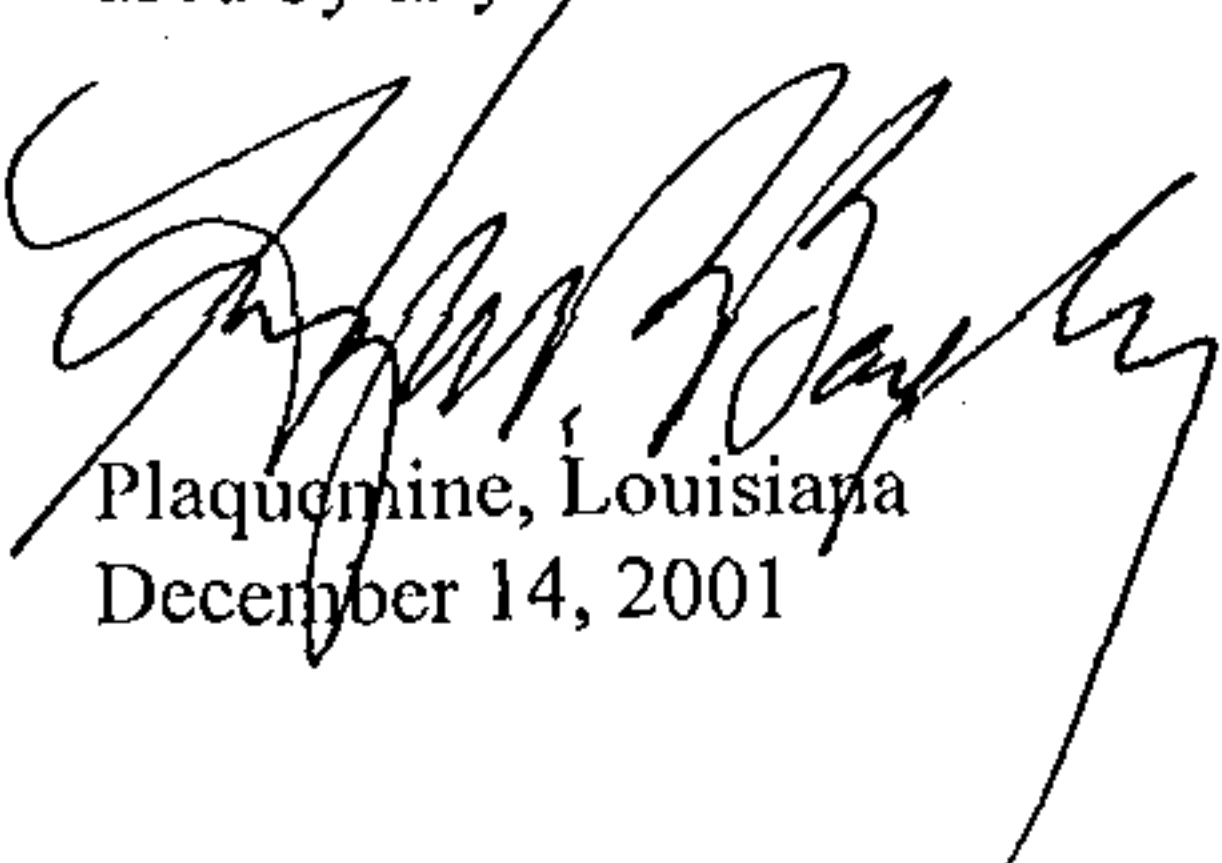
In planning and performing our audit, we considered Iberville Parish Clerk of Court's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the general purpose financial statements and not to provide assurance on the internal control over financial reporting. However, we noted certain matters involving the internal control over financial reporting and its operation that we consider to be reportable conditions. Reportable conditions involve matters coming to our attention relating to significant deficiencies in the design or operation of the internal control over financial reporting that, in our judgment, could adversely affect Iberville Parish Clerk of Court's ability to record, process, summarize and report financial data consistent with the assertions of management in the general purpose financial statements. Reportable conditions are described in the accompanying schedule of findings as item 2001-1.



**REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS* (continued)**

A material weakness is a condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements in amounts that would be material in relation to the general purpose financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control that might be reportable conditions and, accordingly, would not necessarily disclose all reportable conditions that are also considered to be material weaknesses. However, we believe none of the reportable conditions described above is a material weakness.

This report is intended for the information and use of the Louisiana Legislative Auditor, the Iberville Parish Council and the Iberville Parish Clerk of Court and is not intended to be and should not be used by anyone other than these specified parties.



Plaquemine, Louisiana  
December 14, 2001

**GENERAL PURPOSE FINANCIAL STATEMENTS**  
**(COMBINED STATEMENTS - OVERVIEW)**

**EXHIBIT A**

**IBERVILLE PARISH CLERK OF COURT  
COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS  
JUNE 30, 2001**

	<b>Governmental Fund Type - General Fund (Salary)</b>	<b>Fiduciary Fund Type - Agency</b>	<b>General Fixed Assets</b>	<b>Total (Memorandum Only)</b>
<b>ASSETS</b>				
Cash and cash equivalents	\$191,127	\$1,556,792	\$ -	\$1,747,919
Investment at cost	225,428	1,196,000	-	1,421,428
Accounts receivable (net of allowances for uncollectibles of zero)	19,778	-	-	19,778
Due from Advance Deposit Fund	13,463	-	-	13,463
Office equipment	-	-	45,161	45,161
<b>TOTAL ASSETS</b>	<b>\$449,796</b>	<b>\$2,752,792</b>	<b>\$45,161</b>	<b>\$3,247,749</b>
<b>LIABILITIES AND FUND EQUITY</b>				
<b>Liabilities:</b>				
Accounts payable	\$5,002	\$ -	\$ -	\$5,002
Due to other funds	-	13,463	-	13,463
Unsettled deposits - Due to others	-	2,739,329	-	2,739,329
<b>TOTAL LIABILITIES</b>	<b>5,002</b>	<b>2,752,792</b>	<b>-</b>	<b>2,757,794</b>
<b>Fund equity:</b>				
Investment in general fixed assets	-	-	45,161	45,161
Fund balance - Unreserved - Undesignated	444,794	-	-	444,794
<b>TOTAL FUND EQUITY</b>	<b>444,794</b>	<b>-</b>	<b>45,161</b>	<b>489,955</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$449,796</b>	<b>\$2,752,792</b>	<b>\$45,161</b>	<b>\$3,247,749</b>

The accompanying notes are an integral part of this statement.



**EXHIBIT B**

**IBERVILLE PARISH CLERK OF COURT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUND TYPE-GENERAL FUND (SALARY)  
YEAR ENDED JUNE 30, 2001**

	<u>General Fund</u>
<b>REVENUES</b>	
Licenses and permits	\$6,400
Fees, charges and commissions for services:	
Court costs, fees, and charges	420,888
Fees for recording documents	115,068
Fees for certified copies of documents	20,885
Miscellaneous services	214,303
Use of money and property - Interest earnings	14,458
Miscellaneous	17,539
<b>TOTAL REVENUES</b>	<u><b>809,541</b></u>
<b>EXPENDITURES</b>	
General Government:	
Personal services and related benefits	573,335
Operating services	104,537
Materials and supplies	81,376
Travel and other charges	11,032
Capital outlay	1,227
<b>TOTAL EXPENDITURES</b>	<u><b>771,507</b></u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u><b>38,034</b></u>
<b>OTHER FINANCING SOURCES (USES)</b>	<u><b>-</b></u>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<u><b>38,034</b></u>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u><b>406,760</b></u>
<b>FUND BALANCE AT END OF YEAR</b>	<u><u><b>\$444,794</b></u></u>

The accompanying notes are an integral part of this statement.

EXHIBIT C

**IBERVILLE PARISH CLERK OF COURT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES-BUDGET (GAAP BASIS) AND ACTUAL-  
GOVERNMENTAL FUND TYPE-GENERAL FUND (SALARY)  
YEAR ENDED JUNE 30, 2001**

	<u>Budget</u>	<u>Actual</u>	<u>Variance Favorable (Unfavorable)</u>
<b>REVENUES</b>			
Licenses and permits	\$5,400	\$6,400	\$1,000
Fees, charges and commissions for services:			
Court costs, fees, and charges	414,500	420,888	6,388
Fees for recording documents	110,750	115,068	4,318
Fees for certified copies of documents	21,900	20,885	(1,015)
Miscellaneous services	224,045	214,303	(9,742)
Use of money and property - Interest earnings	10,700	14,458	3,758
Miscellaneous	34,130	17,539	(16,591)
<b>TOTAL REVENUES</b>	<u>821,425</u>	<u>809,541</u>	<u>(11,884)</u>
<b>EXPENDITURES</b>			
General Government:			
Personal services and related benefits	594,172	573,335	20,837
Operating services	110,390	104,537	5,853
Materials and supplies	93,500	81,376	12,124
Travel and other charges	17,770	11,032	6,738
Capital outlay	1,000	1,227	(227)
<b>TOTAL EXPENDITURES</b>	<u>816,832</u>	<u>771,507</u>	<u>45,325</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES</b>	<u>4,593</u>	<u>38,034</u>	<u>33,441</u>
<b>OTHER FINANCING SOURCES (USES)</b>	<u>-</u>	<u>-</u>	<u>-</u>
<b>EXCESS (DEFICIENCY) OF REVENUES AND OTHER SOURCES OVER EXPENDITURES AND OTHER USES</b>	<u>4,593</u>	<u>38,034</u>	<u>33,441</u>
<b>FUND BALANCE AT BEGINNING OF YEAR</b>	<u>406,760</u>	<u>406,760</u>	<u>-</u>
<b>FUND BALANCE AT END OF YEAR</b>	<u>\$411,353</u>	<u>\$444,794</u>	<u>\$33,441</u>

The accompanying notes are an integral part of this statement.

**IBERVILLE PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS  
YEAR ENDED JUNE 30, 2001**

As provided by Article V, Section 28 of the Louisiana Constitution of 1974, the Clerk of Court serves as the ex-officio notary public, the recorder of conveyances, mortgages, and other acts, and has other duties and powers provided by law. The Clerk of Court is elected for a four-year term.

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

**1. Basis of Presentation**

The accompanying financial statements of the Iberville Parish Clerk of Court have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

**2. Reporting Entity**

Section 2100 of the GASB Codification of Governmental Accounting and Financial Reporting Standards (GASB Codification) established criteria for determining the governmental reporting entity and component units that should be included within the reporting entity. For financial reporting purposes, in conformance with GASB Codification Section 2100, the Clerk of Court includes all funds, account groups, activities, etc., that are controlled by the Clerk of Court as an independently elected parish official. As an independently elected parish official, the Clerk of Court is solely responsible for the operations of his office, which include the hiring and retention of employees, authority over budgeting, responsibility for deficits, and the receipt and disbursement of funds. Other than certain operating expenditures of the Clerk's office that are paid or provided by the Parish Council as required by Louisiana law, the Clerk of Court is financially independent. Accordingly, the Clerk of Court is a separate governmental reporting entity. Certain units of local government over which the Clerk of Court exercises no oversight responsibility, such as the Parish Council, parish school board, other independently elected parish officials, and municipalities within the parish, are excluded from the accompanying financial statements. These units of government are considered separate reporting entities and issue financial statements separate from those of the Iberville Parish Clerk of Court.

**3. Fund Accounting**

The Clerk of Court uses funds and account groups to report on its financial position and the results of its operations. Fund accounting is designed to demonstrate legal compliance and to aid financial management by segregating transactions relating to certain government functions or activities.

**IBERVILLE PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS**

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

A fund is a separate accounting entity with a self-balancing set of accounts. Whereas, an account group is a financial reporting device designed to provide accountability for certain assets and liabilities that are not recorded in the funds because they do not directly affect net expendable available financial resources.

Funds of the Clerk of Court are classified into two categories: *governmental (General Fund)* and *fiduciary (agency funds)*. These funds are described as follows:

*General Fund*

The General Fund, as provided by Louisiana Revised Statute 13:781, is the principal fund of the Clerk of Court and accounts for the operations of the Clerk's office. The various fees and charges due to the Clerk's office are accounted for in this fund. General operating expenditures are paid from this fund.

*Agency Funds*

The Advance Deposit and Registry of Court Agency Funds account for assets held as an agent for others. Agency funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations.

**4. Basis of Accounting**

Basis of accounting refers to when revenues and expenditures are recognized in the accounts and reported in the financial statements. Basis of accounting relates to the timing of the measurements made, regardless of the measurement focus applied. The governmental funds are accounted for using a flow of current financial resources measurement focus. The accompanying general purpose financial statements have been prepared on the modified accrual basis of accounting. The governmental funds use the following revenues and expenditures:

*Revenues*

Recordings, cancellations, court attendance, criminal costs, etc., are recorded in the year they are earned.

Interest income on certificates is recorded when the certificates have matured and the income is available.

Substantially all other revenues are recorded when received.



**IBERVILLE PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS**

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

*Expenditures*

Expenditures are generally recognized under the modified accrual basis of accounting when the related fund liability is incurred.

**5. Budget Practices**

The proposed original budget and the proposed amended budget for the 2001 fiscal year were made available for public inspection at the Clerk's office on June 5, 2000 and May 14, 2001, respectively. The proposed budgets, prepared on the accrual basis of accounting, were published in the official journal at least ten days prior to the public hearing. The budget hearings for the original and the amended budgets were held at the Iberville Parish Courthouse on June 13, 2000 and May 22, 2001, respectively. The budget is legally adopted and amended, as necessary, by the Clerk. All appropriations lapse at year end.

Formal budget integration (within the accounting records) is employed as a management control device. Budget amounts included in the accompanying financial statements include the original adopted budget and all subsequent amendments.

**6. Encumbrances**

The Clerk does not formally account for encumbrances.

**7. Cash and Cash Equivalents and Investments**

Cash includes amounts in demand deposits, interest bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the Clerk of Court may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or time deposits with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

Under state law, the Clerk of Court may invest in United States bonds, treasury notes, or certificates. These are classified as investments if their original maturities exceed 90 days; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are stated at cost.

**IBERVILLE PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS**

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**8. Inventory**

The Iberville Parish Clerk of Court does not have an inventory.

**9. Fixed Assets**

Fixed assets are recorded as expenditures at the time purchased, and the related assets are capitalized (reported) in the general fixed assets account group. Fixed assets are stated at historical cost. No depreciation has been provided on general fixed assets. General fixed assets provided by the Parish Council are not recorded within the general fixed assets account group.

Total fixed assets, June 30, 2000	\$43,934
Additions, year ended June 30, 2001	<u>1,227</u>
Total fixed assets, June 30, 2001	<u>\$45,161</u>

**10. Compensated Absences**

The Clerk of Court has the following policy relating to vacation and sick leave:

- a. After one year of employment, employees are given one week vacation.
- b. After two years of employment, employees are given two weeks vacation.
- c. All employees are given eight authorized time off days per year for sickness, funeral, etc.
- d. Leave must be used in the year earned. Employees who terminate are paid for accumulated vacation leave.

The cost of leave privileges, computed in accordance with GASB Codification Section C60, is recognized as a current-year expenditure in the General Fund when leave is actually taken. The cost of leave privileges not requiring current resources is recorded in the general long-term obligations account group. At June 30, 2001, employees, of the Clerk of Court had no material accumulated and vested leave privileges required to be accrued.



**IBERVILLE PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS**

**NOTE A - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**11. Long-Term Obligations**

Long-term obligations expected to be financed from the General Fund are reported in the general long-term obligation account group. Expenditures for principal and interest payments for long-term obligations are recognized in the General Fund when due. At June 30, 2001, there were no long-term obligations.

**12. Fund Equity**

*Reserves*

Reserves represent those portions of fund equity not appropriable for expenditure or legally segregated for a specific future use.

*Designated Fund Balances*

Designated fund balances represent tentative plans for future use of financial resources.

**13. Total Columns on Statements**

Total columns on the statements are captioned "Memorandum Only" to indicate that they are presented only to facilitate financial analysis. Data in these columns do not present financial position or results of operations in conformity with generally accepted accounting principles. Neither is such data comparable to a consolidation.

**NOTE B - CASH AND CASH EQUIVALENTS**

At June 30, 2001, the Clerk of Court has cash and cash equivalents (book balances) totaling \$1,747,919, as follows:

Cash on hand	\$29,165
Non-interest bearing demand deposits	626
Interest bearing demand deposits	<u>1,718,128</u>
<b>TOTAL</b>	<b><u>\$1,747,919</u></b>

**IBERVILLE PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS**

**NOTE B - CASH AND CASH EQUIVALENTS (CONTINUED)**

The deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent bank in a holding or custodial bank that is mutually acceptable to both parties. At June 30, 2001, the Clerk had \$1,801,509 in deposits (collected bank balances). These deposits are secured from risk by \$110,447 of federal deposit insurance and \$1,710,963 of pledged securities held by the custodial bank in the name of the fiscal agent bank (GASB Category 3).

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Clerk of Court that the fiscal agent has failed to pay deposited funds upon demand.

**NOTE C - INVESTMENTS**

At June 30, 2001, the Clerk held certificates of deposit, with an original maturity greater than 90 days, totaling \$1,421,428.

These investments are stated on the balance sheet (carrying value) at cost, which approximates market value. The investments are secured from risk by \$871,000 of federal deposit insurance and \$1,328,337 of pledged securities held by the custodial bank in the name of the fiscal agent bank. In applying the credit risk of GASB Codification Section 150.164, \$871,000 of the investments are considered insured and registered, category (1), and \$550,428 of the investments are considered uninsured and unregistered, category (3).

Even though the pledged securities are considered uninsured and unregistered (Category 3) under the provisions of GASB codification Section 150.164, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the Clerk of Court that the fiscal agent has failed to pay deposited funds upon demand.

**IBERVILLE PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS**

**NOTE D - RECEIVABLES**

The receivables of \$19,778 at June 30, 2001 are as follows:

<u>Class of Receivable</u>	<u>General Fund</u>
Accounts	\$19,778
Miscellaneous	-
<b>TOTAL</b>	<b><u>\$19,778</u></b>

**NOTE E - PENSION PLAN**

*Plan Description.* Substantially all employees of the Iberville Parish Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief Fund (System), a cost-sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All regular employees who are under the age of 60 at the time of original employment are required to participate in the System. Employees who retire at or after age 55 with at least 12 years of credited service are entitled to a retirement benefit, payable monthly for life, equal to 3 percent of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employees who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established and amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Clerk of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana 70816, or by calling (225) 293-1162.



## **IBERVILLE PARISH CLERK OF COURT NOTES TO FINANCIAL STATEMENTS**

### **NOTE E - PENSION PLAN (CONTINUED)**

*Funding Policy.* Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Iberville Parish Clerk of Court is required to contribute at an actuarially determined rate. The current rate is ten percent of annual covered payroll. Contributions to the System also include one-fourth of one percent (one-half of one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Iberville Parish Clerk of Court are established and may be amended by state statute. As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Iberville Parish Clerk of Court's contributions to the System for the years ending June 30, 2001, 2000 and 1999 were \$41,402, \$40,687 and \$35,084, respectively, equal to the required contributions for each year.

Effective July 1, 1999, R.S. 11:1562(C) allows the Clerk to pay all or any portion of the 8.25 percent employee contribution. The Iberville Parish Clerk of Court has elected to pay all of the employee contributions. The Clerk's elective contributions to the Plan for the years ending June 30, 2001 and 2000 were \$34,157 and \$33,566, respectively.

### **NOTE F - DEFERRED COMPENSATION PLAN**

*Plan Description.* All full time employees of the Iberville Parish Clerk of court are eligible to participate in the Louisiana Public Employees Deferred Compensation Plan, a salary deferral plan established pursuant to Internal Revenue Code 457 and R.S. 42:1301-1308 and administered by the Louisiana Deferred Compensation Commission.

*Funding Policy.* Plan members may elect to defer an amount equal to the lesser of \$8,000 or 33 1/3% of includable compensation. Additionally, the Clerk has elected to match 100% of employee contributions to the plan. The Clerk's elective contributions to the Plan for the year ended June 30, 2001 and 2000 were \$25,815 and \$18,169, respectively.

### **NOTE G - OTHER POST-EMPLOYMENT BENEFITS**

The Iberville Parish Clerk of Court provides certain continuing health care and life insurance benefits for retired employees. Substantially all of the Clerk's employees become eligible for these benefits if they reach normal retirement age while working for the Clerk of Court. These benefits for retirees and similar benefits for active employees are provided through an insurance company whose monthly premiums are paid jointly by the employee and by the Clerk of Court. The Clerk of Court recognizes the cost of providing these benefits (the Clerk's portion of premiums) as an expenditure when the monthly premiums are due, which amounted to \$5,294 for the year ended June 30, 2001 for three retirees.

**IBERVILLE PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS**

**NOTE H - CHANGES IN AGENCY FUND BALANCES**

A summary of changes in agency fund unsettled deposits follows:

	Unsettled Deposits at Beginning of Year	Additions	Reductions	Unsettled Deposits at End of Year
<b>Agency Funds:</b>				
Advance Deposit	\$1,277,663	\$803,390	\$723,131	\$1,357,922
Registry of Court	<u>1,211,085</u>	<u>213,820</u>	<u>43,498</u>	<u>1,381,407</u>
<b>TOTAL</b>	<u><b>\$2,488,748</b></u>	<u><b>\$1,017,210</b></u>	<u><b>\$766,629</b></u>	<u><b>\$2,739,329</b></u>

**NOTE I - EXCESS FUND BALANCE**

Louisiana Revised Statute 13:785 requires that every four years (at the close of the term of office), the Clerk of Court must pay the parish treasurer the portion of the General Fund balance that exceeds one-half the revenues of the Clerk's last year of his term of office. At June 30, 2001, there was no amount due the parish treasurer as this was not the last year of the Clerk's four-year term of office, and no determination of the amount that will be due, if any, can be made at this time.

**NOTE J - EXPENDITURES OF THE CLERK OF COURT PAID BY THE PARISH COUNCIL**

Certain operating expenditures of the Clerk's office are paid by the parish council and are not included in the accompanying financial statements. These expenditures for the year ended June 30, 2001 are summarized as follows:

Equipment rentals	\$ 8,912
Capital outlay	1,450
Maintenance contract	152
Office supplies	<u>64,161</u>
<b>TOTAL</b>	<u><b>\$ 74,675</b></u>

**IBERVILLE PARISH CLERK OF COURT  
NOTES TO FINANCIAL STATEMENTS**

**NOTE K - LEASES**

The clerk of court is obligated under certain leases accounted for as operating leases. Operating leases do not give rise to property rights or lease obligations; therefore, the results of the lease agreements are not reflected in the clerk's account groups.

The following is a schedule by years of future minimum rental payments required under operating leases that have initial or remaining non-cancelable lease terms in excess of one year as of June 30, 2001:

Year Ending <u>June 30</u>	<u>Amounts</u>
2002	\$15,597
2003	8,077
2004	<u>2,118</u>
<b>Total Minimum Payments Required</b>	<b><u>\$25,792</u></b>



## **ADDITIONAL INFORMATION**

**IBERVILLE PARISH CLERK OF COURT  
ADDITIONAL INFORMATION SCHEDULES  
JUNE 30, 2001**

**FIDUCIARY FUND TYPE - AGENCY FUNDS**

**Advance Deposit Fund**

The Advance Deposit Fund, as provided by Louisiana Revised Statute 13:842, accounts for advance deposits of suits filed by litigants. The advances are refundable to the litigants after all costs have been paid.

**Registry of Court Fund**

The Registry of Court Fund, as provided by Louisiana Revised Statute 13:475, accounts for funds which have been ordered by the court to be held until judgment has been rendered in court litigation. Withdrawals of the funds can be made only upon order of the court.

**SCHEDULE 1**

**IBERVILLE PARISH CLERK OF COURT  
FIDUCIARY FUND TYPE - AGENCY FUNDS  
COMBINING BALANCE SHEET  
JUNE 30, 2001**

	<u>Advance Deposit Fund</u>	<u>Registry of Court Fund</u>	<u>Total</u>
<b>ASSETS</b>			
Cash and cash equivalents	\$175,385	\$1,381,407	\$1,556,792
Investments, at cost	<u>1,196,000</u>	<u>-</u>	<u>1,196,000</u>
<b>TOTAL ASSETS</b>	<u><b>\$1,371,385</b></u>	<u><b>\$1,381,407</b></u>	<u><b>\$2,752,792</b></u>
 <b>LIABILITIES AND FUND EQUITY</b>			
<b>Liabilities:</b>			
Due to other funds	\$13,463	\$ -	\$13,463
Unsettled deposits - due to others	<u>1,357,922</u>	<u>1,381,407</u>	<u>2,739,329</u>
<b>TOTAL LIABILITIES</b>	<u><b>\$1,371,385</b></u>	<u><b>\$1,381,407</b></u>	<u><b>\$2,752,792</b></u>

**SCHEDULE 2**

**IBERVILLE PARISH CLERK OF COURT  
FIDUCIARY FUND TYPE - AGENCY FUNDS  
SCHEDULE OF CHANGES IN UNSETTLED DEPOSITS  
YEAR ENDED JUNE 30, 2001**

	<u>Advance Deposit Fund</u>	<u>Registry of Court Fund</u>	<u>Total</u>
<b>UNSETTLED DEPOSITS AT BEGINNING OF YEAR</b>	<u>\$1,277,663</u>	<u>\$1,211,085</u>	<u>\$2,488,748</u>
<b>ADDITIONS</b>			
Deposits:			
Suits and successions	735,760	-	735,760
Judgments	-	194,862	194,862
Interest earned	<u>67,630</u>	<u>18,958</u>	<u>86,588</u>
<b>TOTAL ADDITIONS</b>	<u>803,390</u>	<u>213,820</u>	<u>1,017,210</u>
<b>TOTAL</b>	<u>2,081,053</u>	<u>1,424,905</u>	<u>3,505,958</u>
<b>REDUCTIONS</b>			
Clerk's costs (transferred to General Fund)	368,658	-	368,658
Settlements to litigants	-	42,442	42,442
Attorney, curators and notarial fees	74,013	-	74,013
Interest to litigants	-	1,056	1,056
Sheriff's fees	85,107	-	85,107
Other reductions	<u>195,353</u>	<u>-</u>	<u>195,353</u>
<b>TOTAL REDUCTIONS</b>	<u>723,131</u>	<u>43,498</u>	<u>766,629</u>
<b>UNSETTLED DEPOSITS AT END OF YEAR</b>	<u>\$1,357,922</u>	<u>\$1,381,407</u>	<u>\$2,739,329</u>

## SCHEDULE 3

### IBERVILLE PARISH CLERK OF COURT SCHEDULE OF FINDINGS YEAR ENDED JUNE 30, 2001

#### A. SUMMARY OF AUDIT RESULTS

Financial Statements

Type of auditor's report issued: *unqualified*

Internal control over financial reporting:

- |   |  |       |     |       |       |    |
|---|--|-------|-----|-------|-------|----|
| ● | Material weaknesses identified?  | _____ | yes | _____ | x     | no |
| ● | Reportable condition identified that are not considered to be material weaknesses? | _____ | x   | yes   | _____ | no |
|   | Noncompliance material to financial statements noted?                              | _____ | yes | _____ | x     | no |

#### B. FINDINGS - FINANCIAL STATEMENT AUDITS

##### REPORTABLE CONDITION

##### 2001-1 RECONCILIATION OF DOCKET BALANCES TO CASH

###### Condition:

A reconciliation of the individual docket balances to the cash balance of the Advance Deposit Fund has not been prepared. This was a repeat finding.

###### Criteria

The clerk, in his fiduciary capacity, accepts funds on behalf of the court in connection with varied legal actions. These monies are held within the Advance Deposit Fund until there is some court or other action making it appropriate for the clerk to disburse the funds. The clerk, in his agency capacity, has a responsibility to reconcile and identify individual balances within the fund to the cash balance.

###### Effect

The lack of this reconciliation increases the risk that individual balances may be misstated and that the transactions that are based on the individual balances could be in error.

**SCHEDULE 3  
(continued)**

**IBERVILLE PARISH CLERK OF COURT  
SCHEDULE OF FINDINGS  
YEAR ENDED JUNE 30, 2001**

**2001-1 RECONCILIATION OF DOCKET BALANCES TO CASH (continued)**

*Recommendation*

The clerk should reconcile the individual docket balances with the cash balance of the Advance Deposit Fund on a monthly basis to ensure the individual balances are accurate.

*Management's Response*

The clerk of court informed us that he will continue to work to reconcile the Advance Deposit Fund. The clerk has had additional training of his staff responsible for the Advance Deposit Fund since the June 30, 2001. This includes fuller utilization of the software that is used to maintain the docket balances. The clerk will make every effort to achieve the reconciliation.



**IBERVILLE PARISH CLERK OF COURT  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
YEAR ENDED JUNE 30, 2001**

**RECONCILIATION OF DOCKET BALANCES TO CASH**

**1999 - FINDING NO. 1**

Condition:

A reconciliation of the individual docket balances to the cash balance of the Advance Deposit Fund has not been prepared. This was a repeat finding.

Recommendation

The clerk should reconcile the individual docket balances with the cash balance of the Advance Deposit Fund on a monthly basis to ensure the individual balances are accurate.

Current Status

The clerk has assigned different staff member to the accounting duties of the Advance Deposit Fund. This person has received training for this function primarily by visiting other clerk of court offices. Additional functions of the software that is used to maintain the docket balances are being used to provide individual case balances. These changes should allow the clerk to properly reconcile the docket balances to the cash account.

**CASH DISBURSEMENTS**

**1999 - FINDING NO. 2**

Condition:

The only support for certain cash disbursements was the monthly statement, not an invoice.

Recommendation

All payments to vendors must be supported by original invoices. Additionally, where the connection of the purchase to the operations of the clerk's office is not clear on the invoice, a notation should be made on the invoice to describe the relationship of the purchase to the operations of the clerk's office.

Current Status

The clerk has corrected this problem.

**SCHEDULE 4**  
**(continued)**

**IBERVILLE PARISH CLERK OF COURT**  
**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**  
**YEAR ENDED JUNE 30, 2001**

**1999 - FINDING NO. 3**

Condition:

Checks were issued by the clerk's office from the Advance Cost Fund where the payee was typed over and a new payee was typed on the check.

Recommendation

When a check has been issued with the wrong payee, it must be voided and a new check issued. Also, all checks should be properly protected. Computer generated checks are protected as printed. Manually prepared checks should be typed in such a manner to prevent alteration.

Current Status

The clerk has corrected this problem.

**1999 - FINDING NO. 4**

Condition:

When checks are voided, the reissued check is assigned the same number as the voided check. The check number printed on the check and in the cash disbursement journal does not match the preprinted check number on the check.

Recommendation

When a check is voided, that check number should be recorded as voided in the cash disbursements journal. The reissued check should be assigned the preprinted check number.

Current Status

The clerk has corrected this problem.

**1999 - FINDING NO. 5**

Condition:

The clerk held outstanding checks of the Salary Fund beyond the legally prescribed period.

Recommendation

The Salary Fund must be reviewed for unclaimed property in preparing the annual unclaimed property report.

Current Status

The clerk has corrected this problem.

**SCHEDULE 4**  
**(continued)**

**IBERVILLE PARISH CLERK OF COURT**  
**SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS**  
**YEAR ENDED JUNE 30, 2001**

**GENERAL LEDGER**

**1999 - FINDING NO. 6**

*Condition:*

The general ledger for the Salary Fund was out of balance at June 30, 1999.

*Recommendation*

The clerk should replace the current manual accounting system with a computerized system. All transactions should be prepared accurately to ensure that the general ledger is always in balance.

*Current Status*

The clerk has corrected this problem.